

A collection of military medals and a compass on a wooden surface. The medals include a red ribbon medal with a star, a blue ribbon medal with a star, and a silver star medal. A pair of glasses and a compass are also visible.

DCSED ADMIN

SSG(P) JAMAR ADMIN NCO

- UMR
- AWARDS
- FINANCE

SSG MOORE
SVC NCO

PERS

- PERSONNEL ACTIONS
 - DA FORM 4187 (EXT, STABILIZATION, ETC.)
 - LEAVES/PASSES

- EVALUATIONS
- TRACKING LOGS

MR. BUNCH
SPECIALIST

OPS

- TDA
- REQUISITIONS

- OFFICERS (ALL)
- ENLISTED (PROP

DCSED ADMIN BRIEF (29
NOV 01)

A collection of military medals and a compass are arranged on a wooden surface. The medals include a red ribbon medal with a star, a blue ribbon medal with a star, and a silver star medal. A pair of glasses and a compass are also visible.

ADMIN FOCUS

OUR MISSION IS TO
PROVIDE QUALITY
ADMINISTRATIVE
SUPPORT TO ALL TASS
ELEMENTS.
COMMUNICATION IS
THE KEY TO OUR
SUCCESS!

A collection of military medals and a compass are arranged on a wooden surface. In the top left, a red ribbon medal with a circular emblem is visible. Below it is a blue ribbon medal with a similar emblem. To the right of these is a silver Maltese cross medal with a central circular emblem. In the bottom left corner, a round compass with a white face and black markings is partially visible. A pair of thin-framed glasses lies diagonally across the center of the image.

DISCUSSION

AWARDS

PERSONNEL

ACTIONS


EVALUATIONS

TDA/UMR

CHANGES

REQUISITIONS


GAINS/LOSSES



PROCEDURAL GUIDANCE AWARDS

(EXAMPLE DA FORM 638 IN PACKET)

- REF: AR 600-8-22
- AWARD SUBMISSION SUSPENSE TO DCS ED ADMIN:
 - ARCOM, MSM, LOM 90 DAYS
 - DSM 120 DAYS
- FILL IN ALL PREVIOUS AWARDS IN BLOCK 8
- TYPE/WRITE PRESENTATION DATE IN BLOCK 9
- ENTER TIS FOR RETIREMENT AWARDS IN BLOCK 12A
- FILL IN BLOCKS #23A-H, 24A-H, 26A-H
- NEED ORB OR ERB ATTACHED
- WRITE UP MUST SUPPORT ALL AWARD RECOMMENDATIONS, ESPECIALLY LOMS
- MARK (X) IN RECOMMEND BLOCKS




PROCEDURAL GUIDANCE PERSONNEL ACTIONS

➤ DA FORM 4187S MUST SAY:

- FULL NAME, RANK, SSN, MOS, DUTY LOCATION, TIME ON STATION, YOUR REQUEST (EXT/STAB), HOW LONG & WHY (**BEST TO DO IN BULLET FORMAT. EASIER TO READ**)
- FILL IN BLOCK 1: HQ TRADOC, DCSED, ATTN: ATED (SSG MOORE), FT MONROE, VA 23651-5000
- BLOCK 2: (**ENLISTED ONLY**) CDR, US TAPC, ATTN: TAPC-EPC-O (MRS BULLS), 2461 EISENHOWER, ALEXANDRIA, VA 22331-0450
- BLOCK 2: (**OFFICER ONLY**) CDR, US TAPC, ATTN: TAPC-OPD-M, 200 STOVAL STREET, ALEXANDRIA, VA 22332-0414
- BLOCK 3: YOUR ADDRESS

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PROCEDURAL GUIDANCE EVALUATIONS

OERS

ALL RATED/SENIOR RATED BY MG BARRON/COL DAVIS

➤ **SUSPENSES:**


➤ **IF RATED BY COL DAVIS: 60 DAYS BEFORE END OF RATING PERIOD—SEND IN (DA 67-9-1) SUPPORT FORM & ORB**

➤ **IF SENIOR RATED BY COL DAVIS: 30 DAYS BEFORE END OF RATING PRIOD—SEND IN (DA 67-9) OER & ORB**

**NOTE: SEND IN EMAIL IN FORM PACK TO THE XO
FOLLOW UP WITH HARD COPY IN MAIL**

PROBLEM: LATE EVALS

**DCSED ADMIN (29
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PROCEDURAL GUIDANCE EVALUATIONS

NCOERS

ALL SENIOR RATED OR REVIEWED BY MG BARRON/COL DAVIS

➤ **SUSPENSES:**

➤ **IF SENIOR RATED/REVIEWED BY COL DAVIS: 30 DAYS BEFORE END OF RATING PERIOD—SEND IN (DA 2166-8) NCOER**

➤ **IF REVIEWED BY MG BARRON: 30 DAYS BEFORE END OF RATING PRIOD—SEND IN (DA 2166-8) NCOER**

**NOTE: EMAIL W/ATTACHED FORM PACK TO THE XO
FOLLOW UP WITH HARD COPY IN MAIL**

PROBLEM: LATE EVALUATIONS

**DCSED ADMIN (29
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REQUISITION REPORT TIE JACKSON

PARA/LN RPT DATE	DUTY TITLE	REQ#	
802F/01	OPS TNG OFF	TZVM000181	2002/04/15
802I/01	OPS TNG OFF	TZVM000196	2002/07/15
802I/02	OPS TNG OFF	TZVM000197	2002/07/15
802Q/02	OPS TNG OFF	TZVM000193	2002/07/15



REQUISITION REPORT

TIE MCCOY

PARA/LN RPT DATE	DUTY TITLE	REQ#
803A/04	OPS TNG OFF	TZVM000198 2002/07/15
803B/01	OPS TNG OFF	TZVM000195 2002/07/15
803M/01	OPS TNG OFF	TZVM000203 2002/07/15



REQUISITION REPORT TIE LEWIS

PARA/LN RPT DATE	DUTY TITLE	REQ#	
805A/02	DEPUTY, EVAL STD	TZVM000192	2002/07/15
805B/01	OPS TNG OFF	TZVM000186	2002/08/15
802A/04	OPS TNG OFF	TZVM000175	2002/04/15



REQUISITION REPORT TIE SILL

PARA/LN	DUTY TITLE	REQ#	RPT DATE
804F/01	OPS TNG OFF	TZVM000201	2002/07/15



REQUISITION REPORT PROPONENT SCHOOLS

PARA/LN	DUTY TITLE	REQ#	RPT DATE
801A/01	RC QM TD/EVAL	TZVM000206	2002/07/15
801D/01	RC SC TD/EVAL	TZVM000205	2002/07/15
801E/02	RC IN TD/EVAL	TZVM000200	2002/07/15
801F/01	RC PSY/CA TD/EVAL	TZVM000185	2002/04/15
801H/01	RC AR TD/EVAL	TZVM000204	2002/07/15
801I/01	RC AVN TD/EVAL	TZVM000173	2002/04/15
801J/01	RC CGSOC TD/EVAL	TZVM000191	2002/07/15
801J/02	RC CAS3 TD/EVAL	TZVM000194	2002/07/15
801M/01	RC FA TD/EVAL	TZVM000148	2002/04/15
801N/01	RC ADA TD/EVAL	TZVM000187	2002/04/15

**DCSED ADMIN (29
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REQUISITION REPORT

DCSED

PARA/LN RPT DATE	DUTY TITLE	REQ#	
018/01	OPS TNG OFF(TCE)	TZVM000207	2002/04/15
018/02	OPS TNG OFF(RCE)	TZVM000184	2002/04/15
901/01	OPS TNG OFF(TIE)	TZVM000182	2002/04/15



GAINS & LOSSES

TIE JACKSON

GAINS

MSG LANGLEY	JAN 02
SFC LEWIS	FEB 02
SFC BATY	FEB 02
SFC PAYNE	FEB 02
SFC RICHARDSON	FEB 02
MSG SPENCE	FEB 02

LOSSES

MSG VASQUEZ	DEC 01
MSG REYNOLDS	DEC 01
SFC WOODS	DEC 01
MSG PARK	JAN 02
SFC TATE	JAN 02
COL WINGARD	FEB 02
MSG EASTER	FEB 02
SFC KITSON	FEB 02
SFC NASH	FEB 02
SFC STROUD	FEB 02



GAINS & LOSSES

TIE MCCOY

GAINS

LTC EMERY

JAN 02

LOSSES

MSG SMITH

DEC 01



GAINS & LOSSES

TIE SILL

GAINS

LOSSES

LTC EMERY	JAN 02	MSG CRUMBY	DEC 01
SFC GARCIA	JAN 02	SFC CEPEDA	JAN 02
MSG MENDEZ	FEB 02	MSG GARCIA	FEB 02
SFC ROGERS	FEB02		



GAINS & LOSSES

TIE LEWIS

GAINS

LOSSES

SFC ZILINSKI

FEB 02

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TASS ISSUES

REQUEST FOR ACTION, REQUISITIONS, PERSONNEL ACTION

ALL ACTIONS ARE LOGGED AND PROCESSED UPON RECEIPT

**▪ROUTED THRU: SSG MOORE, DCSSED SGM, XO & COL
DAVIS**

**▪ STATUS OF ALL ACTIONS RECEIVED ARE INCLUDED IN
TRACKING LOGS WHICH ARE SENT TO EACH TIE MONTHLY
FOR REVIEW AND CORRECTIONS**

**▪UMR CHANGES ARE UPDATED DAILY AND REVIEWED
WEEKLY**

**▪SENT TO TIES MONTHLY FOR REVIEW AND
CORRECTIONS**

▪DUE BACK TO DCSSED MONTHLY, BY THE 10TH

**▪EACH TIE PERSONNEL NCO NEEDS TO MAKE WEEKLY
CONTACT BY PHONE OR EMAIL WITH ADMIN SECTION.**

**▪PLEASE KEEP IN MIND THAT THE ADMIN OFFICE
PROCESSES ACTIONS AND BUILD REQUISITIONS FOR
TIES AND PROPONENT SCHOOLS.**

**DCSSED FORM 49
NOV 01)**



DCSED ADMIN

QUESTIONS/COMMENTS